HILLSBOROUGH COUNTY SHERIFF'S OFFICE
CHAD CHRONISTER, SHERIFF

Budget Analyst I

Job Code: W0976
Pay Grade: WO
Pay Scale: $31.57-$59.01 Hourly; $65,665.60-$122,740.80 Annually
Exempt: No

OVERVIEW

Perform professional duties analyzing fund use and provide guidance on budgetary procedures, fiscal planning, and revenue development to ensure current fiscal goals and objectives are met.

DUTIES & RESPONSIBILITIES

Duties may vary based on assignment.

- Provide guidance on budget preparation, current and projected re-appropriation considerations, and financial planning to assure adequate funding levels.
- Compile and analyze financial data to monitor and/or control budget expenditures.
- Analyze fund utilization data to produce reports and monitor fund usage.
- Prepare budget and budget amendment correspondence to maintain appropriate funding levels.
- Review fiscal and management reports to extract and summarize data for senior budget personnel.
- Assist in conducting studies of other agency/department's business processes, policies, procedures, and organization and recommend changes to improve organizational and operational effectiveness.
- Supervise assigned staff.
- Perform other related duties as required.

KNOWLEDGE & ABILITIES

- Working knowledge of the laws and regulations related to fiscal policy, budget, and expenditures.
- Working knowledge of the methods and techniques used to develop revenue projections and expenditure forecasts.
- Working knowledge of current government budget principles, practices, and procedures.
- Working knowledge of organizational accounting and reporting requirements
- Working knowledge of generally accepted accounting principles, practices, and procedures.
- Some knowledge of operational policies, rules, regulations, and ordinances.
- Ability to research, collect, organize, and analyze fiscal and non-fiscal data and develop logical conclusions.
- Ability to use a computer and related software.
- Ability to communicate effectively both orally and in writing.
- Ability to work effectively with others.
- Ability to maintain work-related records and prepare reports
- Ability to plan, organize, and supervise the work of others.

SKILLS

- Budget Preparation

- Financial Planning
- Budget Analysis
- Budgeting Software
- Budget Monitoring

WORKING CONDITIONS

- Work within an office environment within a law enforcement agency.
- Stand/sit at a keyboard or workstation for prolonged periods.
- May engage in light physical exertion (e.g., lifting, carrying, pushing and/or pulling of objects and materials up to 10 pounds).
- Work standard business hours.
- May work non-standard hours including nights, weekends, and holidays.
- In the event of an emergency or disaster, may be required to respond promptly to duties and responsibilities as assigned by management chain, Division/District Commander, or the Sheriff (or their designee). Such assignments may be for before, during or after the emergency/disaster.

MINIMUM EDUCATION & EXPERIENCE

- A high school diploma or possession of a GED certificate.
- Five years of experience as a professional accountant, economist, budget or fiscal analyst, or internal auditor.

OR

- An associate's degree from an accredited institution of higher education in any business field.
- Four years of experience as a professional accountant, economist, budget or fiscal analyst, or internal auditor.

OR

- A bachelor’s degree from an accredited institution of higher education with a major in political science, public administration, or any business field.
- Two years of experience as a professional accountant, economist, budget or fiscal analyst, or internal auditor.

OR

- A bachelor’s degree from an accredited institution of higher education with a major in political science, public administration, or any business field.
- Certification as a Certified Public Accountant or Certified Internal Auditor.
- One year of experience as a professional accountant, economist, budget or fiscal analyst, or internal auditor.

OR

- A master's degree from an accredited institution of higher education in a political science, public administration, or any business field.
- One year of experience as a professional accountant, economist, budget or fiscal analyst, or internal auditor.

REQUIRED PRE-EMPLOYMENT TESTING

- Completion of pre-employment testing.

ADDITIONAL JOB REQUIREMENTS

- Attendance at the specified Sheriff's Office work location is required.
- Depending on assignment, employees may be required to possess a valid Florida Driver License at time of employment. Driving history will be thoroughly reviewed and may be

grounds for disqualification.

- No visible tattoos on face, head, and neck. Tattoos determined to take away from the professional appearance of the Sheriff's Office must be covered with an appropriate white, black, or neutral covering.
- No illegal drug sale within lifetime.
- No illegal drug use within the past 36 months. No marijuana use within the last 12 months.
- No felony convictions within lifetime.
- No misdemeanor convictions involving perjury, false statement, or domestic violence within lifetime.
- No dishonorable discharge from any branch of the United States Armed Forces, the United States Coast Guard, National Guard, or Reserve Forces.
- Successful completion of a background investigation including criminal, reference, employment, and neighborhood checks; polygraph; medical evaluation; and drug screening.
- Live within Hillsborough County or within Citrus, Hardee, Hernando, Lake, Manatee, Pasco, Pinellas, Polk, Sarasota, or Sumter County as long as the residence is located within the 60-mile parameter of Falkenburg Road Jail at the time of appointment/employment (certified only).

The duties and responsibilities on this job description represent the essential functions that an employee must be able to satisfactorily perform with or without reasonable accommodations. Reasonable accommodations shall be made upon request to enable employees with disabilities to perform the essential functions of their job, absent undue agency hardship. The Sheriff's Office retains the right to change or assign other duties to this job as necessary.